

APPENDIX E

ANNUAL REVIEW MATERIALS EVALUATION CRITERIA

Annual review materials are due April 15 of each year a student is in the Special Education doctoral program. The review materials document accomplishments and academic progress for the prior calendar year between January 1 and December 31. A simple majority of the faculty evaluate each student's materials using the criteria below. The ratings for each dimension (dimensions are derived from various required elements) of the Special Education doctoral program expectations are averaged across the faculty participating in the evaluation to arrive at an overall judgment of the student's progress in each dimension. A student must receive an average rating of Adequate on each dimension to be judged in good standing in the program. The student's advisor is responsible for tabulating these results, summarizing the comments, preparing a formal letter to communicate the faculty's evaluation of the student's progress in the program, and sharing this information with his/her advisee. A student who receives an average rating below Adequate for any dimension will be considered not to be in good standing and may be subject to sanctions (e.g., loss of opportunities for supplemental funding such as summer scholarships, placement on probationary status, referral for formal disciplinary action, dismissal) depending on the nature and degree of inadequate progress. When limited or marginal progress is noted, the student may be required to take immediate action to ameliorate specific problems in order to continue in the program. Typically, a plan of action to remedy problems is developed and implemented by the student and his/her advisor.

I. Elements Included for This Review:

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|--|-------------------------|
| a. Annual Review Letter | YES or NO |
| b. Current Curriculum Vitae | YES or NO |
| c. Publishable Research Paper | _____ out of 3 required |
| d. Conference Proposal Presentations | _____ out of 3 required |
| e. Demonstration of Teaching Expertise Materials | |
| i. Teaching Artifact | _____ |
| ii. Teaching Evaluation(s) | _____ |
| f. Evidence of Service/Leadership | _____ out of 2 required |
| g. Responsible Conduct of Research Training | YES or NO |

II. Ratings of Student's Progress for This Review:

Dimension	Limited	Marginal	Adequate	Excellent
Coursework				
Benchmarks				
Scholarship				
Teaching				
Service/Leadership				
RCR Training				

- III. Context of This Review/Mitigating Factors:
 IV. Areas of Commendation for This Review:
 V. Areas of Concern for This Review:
 VI. Recommended Actions: